

**EDUCATION DEPARTMENT [281]**  
**Notice of Intended Action**

Pursuant to the authority of Iowa Code section 256.7(5), the State Board of Education hereby proposes to adopt new Chapter 81, “Standards for School Business Official Programs,” Iowa Administrative Code.

This chapter provides standards and procedures for the approval of training programs for individuals who seek authorization issued by the board of educational examiners for employment as school business officials responsible for the financial operations of a school district.

An agencywide waiver provision is provided in 281—chapter 4.

Interested individuals may make written comments on the proposed amendment on or before March 15, 2011, at 4:30 p.m. Comments on the proposed amendments should be directed to Carol Greta, Iowa Department of Education, second floor, Grimes State Office Building, Des Moines, Iowa 50319-0146; telephone (515)281-8661; e-mail carol.greta@iowa.gov; or fax (515) 281-4122.

A public hearing will be held on March 15, 2011, from 9 to 10 a.m., at the State Board Room, second floor, Grimes State Office Building, East 14<sup>th</sup> Street and Grand Avenue, Des Moines, Iowa, at which time persons may present their views either orally or in writing. Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact and advise the Department of Education of their specific needs by calling (515)281-5295.

The proposed new chapter is intended to implement 2010 Iowa Acts, chapter 1099.

The following amendment is proposed.

**Item 1.** Add the following **new** chapter of rules:

## **CHAPTER 81**

### **STANDARDS FOR SCHOOL BUSINESS OFFICIAL PROGRAMS**

#### **281—81.1(256) Definitions.**

*“Area education agency”* or *“AEA”* means a regional service agency that provides school improvement services for students, families, teachers, administrators, and the community.

*“Department”* means department of education.

*“Director”* means director of the department of education.

*“Institution”* means public and private institutions of higher education, AEAs, and professional organizations offering school business official preparation program(s) and renewal credits.

*“Novice”* means an individual in a school business official position who has no previous experience in the role of that position or who is newly authorized by the board of educational examiners.

*“School business official candidates”* mean individuals who are enrolled in school business official preparation programs leading to authorization to practice as a school business official as authorized by the board of educational examiners.

*“School business official preparation programs”* mean the programs of school business official preparation leading to authorization to practice as a school business official.

*“State board”* means Iowa state board of education.

**281—81.2(256) Institutions eligible to provide a school business official preparatory program.** In order to attain the authority to recommend candidates for school business

official authorization, institutions of public and private higher education, AEAs, and professional organizations engaged in the preparation of school business officials, shall meet the standards contained in this chapter to gain or maintain state board approval of their programs. Each institution seeking approval by the state board of its programs for school business official preparation shall file evidence of the extent to which each program meets the standards contained in this chapter by means of a written self-evaluation report and an evaluation conducted by the department. The institution shall demonstrate such evidence by utilizing a template developed by the department.

**281—81.3(256) Approval of programs.** Approval of institutions' school business official preparation programs by the state board shall be based on the recommendation of the director after study of the factual and evaluative evidence on record about each program in terms of the standards contained in this chapter. Approval, if granted, shall be for a term of seven years; however, approval for a lesser term may be granted by the state board if it determines conditions so warrant. If approval is not granted, the applying institution will be advised concerning the areas in which improvement or changes appear to be essential for approval. In this case, the institution shall be given the opportunity to present factual information concerning its programs at a regularly scheduled meeting of the state board, not beyond three months of the board's initial decision. Programs may be granted conditional approval upon review of appropriate documentation. In such an instance, the program shall receive a full review after one year or, in the case of a new program, at the point at which candidates demonstrate mastery of standards for authorization. The standards to be met herein apply regardless of delivery mode of instruction.

**281—81.4(256) Governance and resources standard.** An institution's governance structure and resources shall adequately support the preparation of school business official candidates to meet professional, state, and institutional standards in accordance with the following provisions.

**81.4(1)** A clearly understood governance structure provides guidance and support for the school business official preparation program.

**81.4(2)** Procedures for an appeals process for candidates are clearly communicated and provided to all candidates.

**81.4(3)** The program administers a systematic and comprehensive evaluation system designed to enhance the teaching competence and intellectual vitality of the professional educational institution.

**81.4(4)** Institutional commitment to the program includes financial resources, facilities, appropriate educational materials, media services, including library services, and equipment to ensure the fulfillment of the institution's and program's missions, and the delivery of quality programs.

**81.4(5)** The institution provides sufficient instructors, administrative, clerical, and technical staff to plan and deliver a quality school business official program.

**81.4(6)** Resources are available to support professional development opportunities for instructors.

**81.4(7)** Resources are available to support technological and instructional needs to enhance candidate learning.

**281—81.5(256) Instructor standard.** Instructor qualifications and performance shall facilitate the professional development of school business official candidates in accordance with the following provisions.

**81.5(1)** Instructors are adequately prepared for responsibilities assigned to them and have had experiences relative to the curricula they are teaching in situations similar to those for which the school business official candidates are being prepared. Instructors have experience and adequate preparation in effective methods for any model of program delivery in which they are assigned responsibilities.

**81.5(2)** Instructors instruct and model best practices in teaching, including the assessment of their own effectiveness as it relates to candidate performance.

**81.5(3)** Instructors are engaged in professional development that relate to school business official preparation.

**81.5(4)** Instructors collaborate regularly and in significant ways with colleagues in the institution and other institutions, schools, the department, and professional associations as well as with community representatives.

**81.5(5)** Part-time instructors and graduate assistants are identified as instructors and meet the background and experience requirements appropriate for their assigned responsibilities.

**281—81.6(256) Assessment system and institution evaluation standard.** The institution's assessment system shall appropriately monitor individual candidate performance and use those data in concert with other information to evaluate and improve the institution and its programs.

**81.6(1)** Program assessment system.

- a. The program utilizes a clearly defined management system for the collection, analysis, and use of assessment data.
- b. The institution clearly documents candidates' attainment of the institution standards.
- c. The institution demonstrates propriety, utility, accuracy and fairness of both the overall assessment system and the instruments used and provides scoring rubrics or other criteria used in evaluation instruments.
- d. The institution documents the quality of programs through the collective presentation of assessment data related to performance of school business official candidates.

Documentation shall include:

- (1) Data collected throughout the program, including data from all delivery models;
  - (2) Evidence of evaluative data collected from school business officials who work with the program's candidates, and
  - (3) Evidence of evaluative data collected by the institution through follow-up studies of graduates and their employers.
- f. The institution explains the process for reviewing and revising the assessment system.
  - g. The institution demonstrates how the information gathered by the institution and from the candidate assessment system is shared with instructors and other stakeholders and used for program improvement.

**81.6(2) Performance assessment system for candidates.**

- a. The system is an integral part of the institution's planning and evaluation system.
- b. The system includes a coherent, sequential assessment system for individual school business official candidates. The assessment system is shared with instructors with

guidance for course and program improvement, as well as assessment criteria and a process for ongoing feedback to school business official candidates about their achievement of program standards with guidance for reflection and improvement. Data are drawn from multiple formative and summative assessments of each of the following, including, but not limited to, institutional assessment of content knowledge, professional knowledge, and their applications.

c. School business official candidate performance is assessed at the same standard regardless of the place or manner in which the program is delivered.

**81.6(3)** The institution annually reports to the department such data as are required by the state and federal governments at dates determined by the department.

**81.6(4)** The department periodically conducts a survey of schools, agencies, or facilities that employ licensed graduates of approved programs to ensure that the graduates' needs are adequately met by their programs and by the approval process herein.

**281—81.7(256) School business official candidate knowledge and skills standard.**

School business official candidates shall demonstrate the content knowledge and professional knowledge and skills in accordance with the following provisions.

**81.7(1)** Each school business official candidate shall demonstrate through coursework the knowledge, skills, and other attributes necessary to meet the following standards at a level appropriate for a novice school business official. Each school business official candidate shall acquire the content knowledge and demonstrate competencies in the following areas:

- a. Accounting (GAAP) concepts: fund accounting, account codes, Uniform Financial Accounting.

b. Accounting cycles: budgets, payroll-benefits, purchasing/inventory, cash, receipts, disbursements, financial reporting, investments.

c. Technology: manage accounting systems, proficient in understanding and use of systems technology and related programs.

d. Regulatory: Uniform Administrative Procedures Manual, school policies and procedures, administrative procedures, public records law, records management, school law, employment law, construction and bidding law.

e. Personal skills: effective communication, interpersonal skills, ethical conduct, information management, ability to analyze and evaluate, ability to recognize and safeguard confidential information and accurate and timely performance.

f. Board of educational examiners ethics program.

g. Mentor program.

h. Promotion of the value of the school business official's fiduciary responsibility to the taxpayer.

**81.7(2)** Each school business official candidate meets all requirements established by the board of educational examiners for an authorization for which the candidate is recommended. Programs shall submit curriculum exhibit sheets for approval by the board of educational examiners and the department.

**281—81.8(256) School business official mentoring program.** The mentoring program and its partners shall assist candidates in becoming successful school business officials in accordance with the following provisions. The candidate must be employed as a school business official to be eligible to participate in the mentoring program.



**81.8(1)** Candidates admitted to a school business official program participate in the mentoring program.. All hours spent in the mentoring program are outside of the 9 semester hours required in the program.

**81.8(2)** Each school business official program shall inform all candidates of the following expectations, which are a minimum, of the candidates as mentees:

a. Participation in weekly conversations with the mentee's mentor, including a review of work assignments.

b. Recordkeeping of contacts with mentor and submission of the same to the program.

A template will be provided by the program.

c. Completion of surveys to assist with program evaluation.

d. Informing the program if the relationship with the mentee's mentor is not meeting the needs or expectations of the mentee.

e. Full participation in the program throughout the one year period.

**81.8(3)** Each school business official program shall inform all mentors of the program's candidates of the following expectations, which are a minimum, of the advisors:

a. Contact with mentee weekly.

b. Completion of surveys to assist with program evaluation.

c. Informing the program if the relationship with mentee is not meeting expectations.

d. Maintaining confidentiality of the interactions between mentor/mentee.

e. Supporting mentee throughout the one year period.

**81.8(5)** The institution annually offers one or more workshops for all cooperating mentors to define the objectives of the mentoring program, review the responsibilities of the cooperating mentors, and provide the cooperating mentors other information and

assistance the institution deems necessary. The workshops shall utilize delivery strategies identified as appropriate for staff development and reflect information gathered through feedback from workshop participants.

**281—81.9(256) Periodic reports.** Upon request of the department, programs shall make periodic reports which shall include, but not be limited to, basic information necessary to keep records of each school business official preparation program up-to-date and to carry out research studies relating to school business official preparation.

**281—81.10(256) Reevaluation of school business official preparation programs.**

Every seven years or at any time deemed necessary by the director, an institution shall file a written self-evaluation of its school business official preparation program. Any action for continued approval or rescission of approval shall be approved by the state board.

**281—81.11(256) Approval of program changes.** Upon application by an institution, the director is authorized to approve minor additions to, or changes within, the curricula of an institution's approved school business official preparation program. When an institution proposes a revision which exceeds the primary scope of its programs, the revisions shall become operative only after having been approved by the state board.